# INFORMATION BULLETIN

**EDD** Employment Development Department

State of California

## WORKFORCE INVESTMENT ACT

**Number:** WIAB00-23

Date: September 14, 2000
Expiration Date: 06/30/01
69:140:cg:4113

TO:        LOCAL WORKFORCE INVESTMENT AREAS
                CHIEF ELECTED OFFICIALS
                CALIFORNIA WORKFORCE INVESTMENT BOARD STAFF
                WID STAFF

SUBJECT:   MIS USER GROUP MEETING ON OCTOBER 2-3, 2000

The purpose of this information bulletin is to announce the Management Information System (MIS) User Group meeting scheduled for October 2-3, 2000. A draft agenda, training overview, and registration form are attached.

The meeting will be held at the San Diego Marriott Hotel and Marina located at 333 West Harbor Drive, San Diego, California 92101. Special hotel rates are available until September 25, 2000, and may be obtained by calling the hotel directly at (619) 234-1500. Please ask for reservations and mention the "EDD-MIS Meeting" room block. Be prepared to give your credit card number to guarantee the special single or double room rate of $84, plus a 10.5 percent room tax. Check-in time is 4 p.m.; checkout time is 11 a.m.

Cloud 9 Shuttle offers a rate of $5.50 per person each way from the San Diego International Airport. Reservations for the shuttle are only needed when leaving the hotel for the airport. Cloud 9 Shuttle can be contacted at (800) 974-8885 or at www.cloud9shuttle.com.

On-site parking is available to hotel guests at a charge of $12 per day for self-parking and $18 per day for valet parking. Driving directions to the hotel are as follows:

From the San Diego International Airport:

From the airport terminals, exit the parking area and turn left on Harbor Drive. Continue on Harbor Drive approximately 2.5 miles (approximately 10 minutes). The San Diego Marriott Hotel and Marina will be on the right.

If you plan to attend this meeting, please complete the attached registration form (*Attachment 3*), and fax it to the JTA Help Desk at (916) 654-9586 no later than 4 p.m. Monday, September 25, 2000. Due to space limitations, only **two representatives** from each area will be guaranteed a reservation for the meeting. Additional representatives from each area will be placed on a waiting list and will be accommodated as space is available.

We look forward to seeing you in San Diego.  If you have any questions regarding the meeting, please contact Annette Wolfgang, Manager, JTA Customer Support Unit, at (916) 654-9600.

/S/ BILL BURKE
    Chief

Attachments

# MANAGEMENT INFORMATION SYSTEM (MIS)
# USER GROUP MEETING

San Diego Marriott Hotel and Marina
333 West Harbor Drive
San Diego, California
October 2-3, 2000

# Agenda

Monday, October 2, 2000

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|---|---|---|
| 9:00 a.m. – 10:00 a.m. | Registration | |
| 10:00 a.m. – 10:15 a.m. | Opening Remarks | Annette Wolfgang, Workforce Investment Division (WID) |
| 10:15 a.m. – 10:45 a.m. | JTA Update | Kristen Cooper, Information Systems Division (ISD) |
| 10:45 a.m.– 11:00 a.m. | ETPL Update | Deb Johnson and Liz Clingman, WID |
| 11:00 a.m. – 11:15 a.m. | WtW Amendments | Lynora Sisk, Program Development and Management Division (PDMD) |
| 11:15 a.m. – 11:45 a.m. | WIA Participant Reporting | Cindy Hobart and Annette Wolfgang, WID |
| 11:45 a.m. – 1:00 p.m. | LUNCH on your own | |
| 1:00 p.m. – 1:30 p.m. | WIA Client Forms Update | Cindy Hobart, WID |
| 1:30 p.m. - 2:00 p.m. | WIA Financial Reporting | Dave Rexius, WID |
| 2:00 p.m. – 2:45 p.m. | WIA Performance Update | Liz Clingman, WID |
| 2:45 p.m. – 3:00 p.m. | BREAK | |
| 3:00 p.m. – 4:00 p.m. | Break-out Sessions | Timeshares—Annette Wolfgang, WID Standalones—Kristen Cooper, ISD |
| 4:00 p.m. – 5:00 p.m. | Open Forum Closing Remarks | Annette Wolfgang, WID |

Tuesday, October 3, 2000

| 8:00 a.m. – 10 a.m. | WIA Client Forms | Room 1 | Michelle Haakenson and Rick Record, WID |
| | WIA Financial Training | Room 2 | Don MacMillan and April Grimm, WID |
| | WtW Financial/ Participant Reporting | Room 3 | Ed Flores, Tristyn Schmidt, and Cheron Dudley, WID |
| | JTPA Closeout | Room 4 | Dave Rexius and Deb Shepherd, WID |
| 10:00 a.m. – 10:15 a.m. | BREAK | | |
| 10:15 a.m. – 12:15 p.m. | New MIS Administrator Overview | Room 1 | Deb Johnson and Mike Ogden, WID |
| | WIA Financial Training | Room 2 | Don MacMillan and April Grimm, WID |
| | WIA Client Tracking/ Outcomes | Room 3 | Cindy Hobart and Roberta Blagg, WID |
| | JTPA Closeout | Room 4 | Dave Rexius and Deb Shepherd, WID |
| 12:15 p.m. – 1:30 p.m. | LUNCH on your own | | |
| 1:30 p.m.– 3:30 p.m. | New MIS Administrator Overview | Room 1 | Deb Johnson, and Mike Ogden, WID |
| | WIA Client Tracking/ Outcomes | Room 2 | Cindy Hobart and Roberta Blagg, WID |
| | WIA Client Forms | Room 3 | Michelle Haakenson and Rick Record, WID |
| | WtW Financial/ Participant Reporting | Room 4 | Ed Flores, Tristyn Schmidt, and Cheron Dudley, WID |

# TRAINING OVERVIEW

October 2-3, 2000

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### WIA Client Forms Session

This workshop will be a condensed version of the one-day Workforce Investment Act (WIA) Participant Reporting Forums that the Local Training Response Unit has been conducting throughout California. Information will be provided regarding how to complete the client forms highlights/changes to the new forms, and their relevance to the WIA program. This workshop is strictly focused on the hard copy forms completion and will not entail data key entry.

### WIA Financial Training Session

This workshop is designed to provide a high level review of the financial process associated with the implementation of the WIA program.

### Welfare-to-Work (WtW) Financial/Participant Reporting Session

On the financial side, the discussion will focus on the changes to the WtW expenditure reporting. On the participant side, this session will consist of a detailed discussion of the new fields added to capture eligibility under the amendments and the checklist used to ensure compliance with Department of Labor (DOL) requirements. The WtW performance issues may also be addressed.

### Job Training Partnership Act (JTPA) Closeout

This workshop is designed to provide users with instructions on what needs to be submitted in their final closeout package for the JTPA program.

### New MIS Administrator Overview Session

This session will be an overview of the Job Training Automation (JTA) system screens and programs available to the new MIS Administrator. There will also be time for an open forum to discuss issues and address questions pertaining to the JTA system.

### WIA Client Tracking/Outcomes

This session will be an overview of participant reporting as it relates to performance and DOL requirements. We will provide the local areas with information on how we are going to collect the data, match it against the base wage file, obtain supplemental data, and report to DOL each quarter. This will include details on what groups will be measured and the measures that will be reported to DOL each quarter, as well as the process for collecting the data and the timing issues.

# REGISTRATION FORM
MIS User Group Meeting, October 2-3, 2000

**Please fax this form to the Workforce Investment Division at (916) 654-9586.**

**Attention: Automation Customer Support**

Deadline date for meeting registration is 4 p.m. Monday, September 25, 2000. Hotel reservations must be made directly with the hotel.

**NOTE:** Due to space limitations we can only guarantee that **two representatives** from each subgrantee will be able to attend the MIS Meeting. Please indicate the priority of attendance for each representative from your area. Room for extra representatives will be accommodated, as space is available.

Name_____

Title_____

LWIA/Subgrantee_____

Phone_____ FAX _____

Check One:

_____ I will be attending as one of the two guaranteed spaces
_____ Please add me onto the space available listing

Check the second day sessions that you wish to attend (one per time frame):

| | | |
|---|---|---|
| | WIA Client Forms | 8 a.m. - 10 a.m. |
| | WIA Financial Training | 8 a.m. - 10 a.m. |
| | WtW Financial/Participant Reporting | 8 a.m. - 10 a.m. |
| | JTPA Closeout | 8 a.m. - 10 a.m. |
| | | |
| | New MIS Administrator Overview | 10:15 a.m. - 12:15 p.m. |
| | WIA Financial Training | 10:15 a.m. - 12:15 p.m. |
| | WIA Client Tracking / Outcomes | 10:15 a.m. - 12:15 p.m. |
| | JTPA Closeout | 10:15 a.m. - 12:15 p.m. |
| | | |
| | New MIS Administrator Overview | 1:30 p.m.– 3:30 p.m. |
| | WIA Client Tracking / Outcomes | 1:30 p.m.– 3:30 p.m. |
| | WIA Client Forms | 1:30 p.m.– 3:30 p.m. |
| | WtW Financial/Participant Reporting | 1:30 p.m.– 3:30 p.m. |